

## ANNUAL REPORT INSTRUCTIONS

**\*\*\* REQUIRED INFORMATION OR CORRECTIONS TO COMPUTER ENTRIES MUST BE TYPED OR PRINTED IN BLACK INK. ANY INCOMPLETE OR ILLEGIBLE REPORT WILL BE RETURNED \*\*\***

A filing fee of fifty dollars (\$50.00) per member on the date of filing, with a minimum fee of two hundred fifty dollars (\$250.00) and a maximum fee of two thousand five hundred dollars (\$2,500.00), must accompany this Annual Report. An additional filing fee of \$20 must also accompany this Annual Report if any changes are made to the registered agent/office in item #7.

Please make checks or money orders payable to the Tennessee Secretary of State. Please return this form to: TN Secretary of State, Attn: LLP Annual Report, 312 Eighth Ave. N., 6th Floor, Nashville, TN 37243.

The annual report is due on or before the first day of the fourth month following the fiscal year closing of the limited liability partnership. If the fiscal year closing month is different from that reflected at the top of the report, please indicate the correct month in the space provided, and the fiscal year closing month will be modified for issuance of future annual reports.

When filling out this report, please follow these instructions:

- 1). This block lists your Secretary of State file number. If blank or incorrect, please enter the correct number. (If you do not know your file number, please call (615) 741-4535).
- 2). A. The name that appears in #2A is the name that is currently on file in our office. A name can only be changed by filing a Certificate Amendment.  
B. Please insert any additions or changes in the mailing address, including zip code + 4. This address will be used for mailing purposes only, including future annual reports.
- 3). A. The principal address that appears in #3A is the address that is currently on file in our office. If this address has changed, please indicate the change in #3B.  
B. Please insert any additions or changes in the principal address. The principal address must be a complete street address, including zip code + 4 (P.O. Box, Route# alone or box alone is not acceptable).
- 4). Please indicate the number of members as of the date of filing.
- 5). Please insert any material changes in information contained in the partnership's certificate of registration that is not otherwise covered on this form.
- 6). A. The name that appears in #6A is the name of the registered agent that is currently on file in our office. If you wish to change the registered agent, indicate the change in #7A.  
B. The address of the registered office that appears in #6B is the address that is currently on file in our office. If you wish to change this address, indicate the change in #7B. This address must be a complete street address in Tennessee, including the zip code and county.

**PLEASE NOTE: ALL LIMITED LIABILITY PARTNERSHIPS ARE REQUIRED TO CONTINUOUSLY MAINTAIN IN TENNESSEE A REGISTERED AGENT AND A REGISTERED OFFICE.**

- 7). See Item #6. An additional filing fee of \$20 must accompany this Annual Report if any changes are made in Item #7.
- 8). The report needs to be signed by an authorized partner.
- 9). Please insert the date the report is signed.
- 10). Please type or print the name of the person signing the report.
- 11). Please insert the title of the person signing the report.

**If you need additional information or if we can assist you with this filing, contact this office at (615) 741-4535.**

**FAILURE TO FILE THE ANNUAL REPORT BY THE DUE DATE MAY RESULT IN THE ADMINISTRATIVE DISSOLUTION OF THE LLP CERTIFICATE.**